HOW TO VERIFY A PROGRAM CODE IN FFIS

1. Take a look in SASP to see if there has been spending. If spending has occurred then the program code is set up correctly.

   If there has been no spending in SASP (meaning no entries exist) for the BFY in question, go to ACXT.   The ACXT table should look like the following:

```
ACTION: R TABLEID: ACXT USERID: UGST
ACCOUNTING STRUCTURE CODE CROSS-REFERENCE TABLE
KEY IS FY, AGENCY, ACCOUNTING STATION, ASC1

FY: 02 AGENCY: 34
ACCOUNTING STATION:
------------------ACCOUNTING STRUCTURE CODE----------------
ASC1: 2523803254
ASC2:
USER-ENTERED RECORD?: Y

-------------------------FFIS ACCS------------------------
SEC1: 3
BFYS: 02            FUND:               DIVISION:
BUDGET ORG/SUB:                         COST ORG/SUB:
PROGRAM: 523803254  JOB:                RPTG:
SUB BOC:            SUB REV SRC:

CLOSED BFYS:                            CLOSED FUND:
```

You will have to query on FY, Agency (34), and the ASC1 is the 10 digit accounting code, which is the one digit BFY, and 9-digit program code.

2. If the ACXT is correct then go to the PGMT table and check to see that the program code (9digits) is set up in the PGMT table.

```
ACTION: R TABLEID: PGMT USERID: UGST
PROGRAM REFERENCE TABLE
KEY IS BUDGET FISCAL YEAR, PROGRAM
    BUDGET
    FISCAL              PROGRAM  PROGRAM  PROGRAM PROGRAM ALLOTMENT
     YEAR    PROGRAM    CLASS    CATEGORY  TYPE   GROUP    PROGRAM
    ------ --------- ------- -------- ------- ------- ---------
01-  02   523803005  G&A                         GA     523803005
    PROGRAM NAME:                                SHORT NAME:
02-  02   523803008  G&A                         GA     523803008
    PROGRAM NAME: AGENCY FEDEX DEFAULT           SHORT NAME: FROM 01 ROLL
03-  02   523803254  G&A                         GA     523803254
    PROGRAM NAME: LIMITED PAYABILITY CHECKS      SHORT NAME: FROM 01 ROLL
04-  02   523901030  G&A                         GA     523901030
    PROGRAM NAME: MANAGER'S OFFICE               SHORT NAME: FROM 01 ROLL
05-  02   523905030  G&A                         GA     523905030
    PROGRAM NAME: DELETE AFTER PP19 &20 B2       SHORT NAME:
06-  02   523908030  G&A                         GA     523908030
    PROGRAM NAME: TRANSITION SERVICES            SHORT NAME: FROM 01 ROLL
07-  02   523911030  G&A                         GA     523911030
    PROGRAM NAME: EMERGENCY EMPLOYMENT BRANCH    SHORT NAME: EMER EMPLOYM
```

You will have to query on BFY and Program.

3. If the PGMT and the ACXT are correct, then go to the DVAL table.

```
ACTION: R TABLEID: DVAL USERID: UGST
DEFAULT VALUES REFERENCE TABLE
KEY IS CODED ELEMENTS

01-                    ------ CODED ELEMENTS ------
    FISC YR: 02  H/L: L TRANS CODE:    TRANS TYPE:
    BFYS: 02    FUND:        DIV:      BUDGET ORG/SUB:
    COST ORG/SUB:           PGM: 523803254  BOC/SUB:
    REV SRCE/SUB:           JOB:              RPTG:


                      ----- DERIVED ELEMENTS -----
    BFYS: 02    FUND: 52       DIV: 3     BUDGET ORG/SUB: 3803   24
    COST ORG/SUB:           PGM:          BOC/SUB:
    REV SRCE/SUB:           JOB:              RPTG: 254
    GL ACCOUNT:      OFFSET GL ACCOUNT:      VENDOR:
```

Query on FY, BFY and Program.

If one or more of the tables are missing your program code entry then you will need to send an e-mail to FFIS Codes with the program code, Budget Fiscal Year, short and long name and a summary of the research you have completed.

4. If all tables appear to be in order, re-validate that a specific spending document has processed correctly.

5. If you determine all tables are correct and have a valid processed spending document but still can't see the action in Brio, contact the functional administrator Giana Jowers (301)734-6619.